

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1675

TITLE: COMPUTER SCHEDULER

GRADE: S-22

DEFINITION:

Under general direction, serves as production control manager for the Department of Information Technology, ensuring all County mainframe jobs are processed and delivered as specified; manages the automated systems scheduler database; oversees Job Control Language (JCL) preparation for systems production runs; manages staff in the preparation of production output and in the maintenance of the Automated Tape Management System; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a single-position class.

ILLUSTRATIVE DUTIES:

Manages the County's automated scheduler (CA7) database (a software package which, once customized, schedules all mainframe job requests);
Assists in the planning, design and evaluation procedures for the implementation of system applications from the test development stage to final production;
Designs base calendars for determining production schedules in accordance with the master schedule (i.e. programs the internal calendar to show when a job should run, when holidays occur, priority of projects, etc.);
Assists Programmers and Systems Analysts in establishing automated scheduling procedures and operations;
Tests and debugs all scheduler updates and new releases before moving them to production;
Assists in implementing security for automated scheduler;
Supervises and trains computer control staff in the use of Job Control Language (JCL) for scheduled production runs and systems software applications;
Trains computer operations staff on the automated scheduler and, on a 24-hour basis communicates special instructions to shift supervisor;
Meets with user agency representatives to analyze their production scheduling requirements;
Maintains the AUTODADS facility in CICS software to schedule user agencies during normal business hours, after hours, weekends, and holidays;
Monitors work flow to meet production deadlines, adjusting staff, work load and operating procedures as necessary;
Views computer screen indicating critical scheduling incidents and takes necessary action online to correct database problems;
Assists customers in resolving production and computer scheduling problems;
Oversees preparation and delivery of production output;
Supervises personnel who maintain the Automated Tape Management System, ensuring proper storage of the tapes on-site and off-site;

Keeps job statistics (e.g., number of jobs run daily, in what program, successful versus unsuccessful).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of data processing and production scheduling;
Extensive knowledge and understanding of Job Control Language (JCL);
Ability to effectively use an automated production scheduling product;
Ability to schedule large volumes of systems production work in an efficient manner;
Ability to train, supervise and coordinate the work of subordinates in assigned functions;
Ability to resolve scheduling and production problems;
Ability to prepare required reports and maintain statistical data;
Ability to maintain effective working relationships with user agencies;
Ability to speak and write effectively.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from an accredited two-year college with an associate's degree in computer science or a related field; PLUS
Three years of computer production scheduling experience.

CERTIFICATES AND LICENSES REQUIRED:

None

REGRADED: May 5, 2001

REVISED: September 30, 1994